

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号 Announcement No.	FEC-FM15-06-05
		募集締切日 Closing Date	6 Oct 05
		発行日 Date of Issue	23 Sep 05
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LAD <u>2</u>) Accounting Clerk #6-3 会計事務職 <input checked="" type="checkbox"/> 事務系 (Administrative) <input type="checkbox"/> 技能系 (Blue Collar Trade)		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity Naval Facilities Engineering Command, Far East Financial Management Department (FM15) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 限定 Limited Term (4 ヶ月 Month)	
3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days Monday thru Friday 勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Typical duties include coding, checking and procession of documents, posting to books or reports of original entry and other work which requires working knowledge of that segment of the accounting system to which assigned. Job typical of this level are those of clerks assigned to the cash receipts ledger, accounts payable journal or labor costs reporting section where the scope of work is restricted as to the skills and knowledge required of the incumbent. Performs other related duties as assigned.			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of general work experience OR completion of 2-years junior college/2-years of technical school or 4-years degree in any field. b. Skill in operating personal computer such as Adobe Acrobat, MS Word, Excel and Access. c. Ability to perform general clerical work. d. Ability to speak, read and write English at average proficiency level (LAD-2). * A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background: N/A		免許証／修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfnavy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた定型の返信用封筒(12cm x 23.5 cm) 12cm x 23.5cm envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		
問い合わせ先 for Job Inquiries 担当部署／担当者名 Office NAVFAC FE, MS132 てがわ / たなか 046-816-7462 / 7275 (内線) 243-7462 / 7275	提出先 Office to Submit 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 COMNAVFJORJAPAN, Human Resources Office (HRO) MLC/IHA Employment Office (Code N131D) 直通 046-816-8153 (内線/Extension) 243-8153	事務処理欄 For Official Use PD No.: FEC-FM15-002-LT PD is accurate and current. Certified by Activity: mt HRO: 9/23/05 yk

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.
 提出された応募書類はお返ししません。Submitted applications will not be returned.